

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No.** 2670  
**Page** 1 **of** 1

**Agency**  
Department of Housing & Community Development

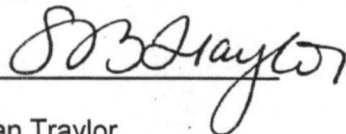
**Division/Unit**  
Division of Finance & Administration

Item No.	Description	Retention
	<i>This schedule supersedes schedule 1204 dated 09-06-89 AND schedule 1460 dated 08-18-92</i>	
1.	<b>Accounting and Budget Records, including:</b> Vendor invoices Receiving documentation Transmittal documentation Accounting entries and supporting documentation Reconciliations and supporting documentation Grant reports and schedules Year-end closing package Financial statements Budget requests with supporting schedules and internal analyses Budget amendments with supporting documentation Budget analyses prepared by DBM and DLS with DHCD responses	<p>1: Retain for 3 years after completion of the State fiscal year or until State, federal and independent audit requirements are complete, whichever is longer. If practical, scan paper records to Maryland State Archives standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p> <p>2. Retain for 3 years after completion of the State fiscal year or until State, federal and independent audit requirements are complete, whichever is longer. If practical, scan paper records to Maryland State Archives standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p> <p>3. Retain for 3 years after completion of the State fiscal year or until State, federal and independent audit requirements are complete, whichever is longer. If practical, scan paper records to Maryland State Archives standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
2.	<b>Procurement Records, including:</b> IFB, RFP and other bid documents and proposals BPW agenda items Purchase orders and contracts Corporate purchasing card statements and supporting documentation	
3.	<b>Vehicle &amp; Wireless Device records including:</b> Vehicle history files Driver/vehicle citations Wireless Device assignment forms	

Schedule Approved by Department, Agency, or Division Representative.

Date 10-11-13

Signature



Typed Name Susan Traylor

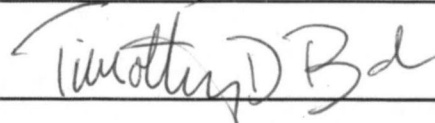
Title Director of Finance and Administration

Schedule Authorized by State Archivist

Date

11-14-13

Signature



<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>	
				Page <b>1</b> OF <b>3</b>	
1. Department/Agency Department of Housing and Community Development		2. Division Division of Finance and Administration		3. Unit	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Accounting and Budget Records				5. Earliest Year/Latest Year Current fiscal year plus 3 prior years, adjusted for audit requirements	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose/function of series.) <ul style="list-style-type: none"> <li>• Vendor invoices</li> <li>• Receiving documentation</li> <li>• Transmittal documentation Accounting entries and supporting documentation</li> <li>• Reconciliations and supporting documentation</li> <li>• Grant reports and schedules</li> <li>• Year-end closing package</li> <li>• Financial statements</li> <li>• Budget requests with supporting schedules and internal analyses</li> <li>• Budget amendments with supporting documentation</li> <li>• Budget analyses prepared by DBM and DLS with DHCD responses</li> </ul>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) electronic file		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume 600 records boxes, stored in boxes and file drawers plus electronic files Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) records boxes, plus some records are also stored on servers in shared folders	
				10. Annual Accumulation 125 records boxes, stored in boxes and file drawers plus electronic files Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) records boxes, plus some records are also stored on servers in shared folders	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually				12. File Becomes Inactive After <u>N/A</u> Number    4 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Crownsville, Maryland Hard copy records – second floor in the DFA file room and offices for current records, ground floor in the DFA cage for prior years Electronic records – on the IT servers, which are backed up daily				14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Original vendor invoices and transmittals are sent to the Comptroller and copies are scanned for DHCD and OLA use. Some records are currently stored both electronically and in hard copy. Once the revised records retention and disposal schedule is approved, hard copies will be destroyed if they have also been scanned and verified.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				18. Recommended Retention  For all Department of Housing & Community Development Division of Finance & Administration record series:  Where practicable, electronically image documents, verify quality of images, ensure images are backed up on server and then shred hard copy documents.  If electronic imaging is not practicable, hard copy records may be retained instead.  Retain electronic images/ hard copies for 3 years after completion of the State fiscal year or until State, federal and independent audit requirements are complete, whichever is longer, then delete electronic images and/or shred hard copies.	
19. Name and Title of Preparer Sharon Hayes, Accountable Officer, DFA		20. Telephone Number 410-514-7091		21. Date 10-6-13	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  Page <b>2</b> OF <b>3</b>	
1. Department/Agency Department of Housing and Community Development		2. Division Division of Finance and Administration		3. Unit Procurement	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Procurement Records				5. Earliest Year/Latest Year Current fiscal year plus 3 prior years, adjusted for audit requirements	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose/function of series.) <ul style="list-style-type: none"> <li>• IFB, RFP and other bid documents and proposals</li> <li>• BPW agenda items</li> <li>• Purchase orders and contracts</li> <li>• Corporate purchasing card statements and supporting documentation</li> </ul>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) electronic file		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 60 records boxes, stored in boxes and file drawers plus electronic files Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) records boxes, plus some records are also stored on servers in shared folders	
				10. Annual Accumulation 15 records boxes, stored in boxes and file drawers plus electronic files Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) records boxes, plus some records are also stored on servers in shared folders	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>N/A</u> Number    4 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Crownsville, Maryland Hard copy records – second floor in the DFA file room and offices for current records, ground floor in the DFA cage for prior years Electronic records – on the IT servers, which are backed up daily			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some records are currently stored both electronically and in hard copy. Once the revised records retention and disposal schedule is approved, hard copies will be destroyed if they have also been scanned and verified.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  For all Department of Housing & Community Development Division of Finance & Administration record series:  Where practicable, electronically image documents, verify quality of images, ensure images are backed up on server and then shred hard copy documents.  If electronic imaging is not practicable, hard copy records may be retained instead.  Retain electronic images/ hard copies for 3 years after completion of the State fiscal year or until State, federal and independent audit requirements are complete, whichever is longer, then delete electronic images and/or shred hard copies.		
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1. Department/Agency Department of Housing and Community Development		2. Division Division of Finance and Administration		3. Unit Facilities and Fleet Management Services	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Vehicle and wireless device records				5. Earliest Year/Latest Year Current fiscal year plus 3 prior years, adjusted for audit requirements	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose/function of series.) <ul style="list-style-type: none"> <li>• Vehicle history files</li> <li>• Driver/vehicle citations</li> <li>• Wireless Device assignment forms</li> </ul>					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) electronic file		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 16 records boxes, stored in boxes and file drawers plus electronic files Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) records boxes, plus some records are also stored on servers in shared folders  10. Annual Accumulation 4 records boxes, stored in boxes and file drawers plus electronic files Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) records boxes, plus some records are also stored on servers in shared folders	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>N/A</u> Number    4 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Crownsville, Maryland Hard copy records – ground floor in the FFMS file room for prior years Electronic records – on the IT servers, which are backed up daily		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some records are currently stored both electronically and in hard copy. Once the revised records retention and disposal schedule is approved, hard copies will be destroyed if they have also been scanned and verified.			
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